

**DEPARTMENT OF THE ARMY
417TH BASE SUPPORT BATTALION (KITZINGEN)
UNIT 26137
APO AE 09031**

AETV-WG-WT

29 Apr 03

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standing Operating Procedures (SOP) for Rail-Loading Operations

1. REFERENCES.

- a. AR 385-10, 29 Feb 00, Army Safety Program.
- b. AR 385-55, 12 Mar 87, Prevention of Motor Vehicle Accidents.
- c. USAREUR Reg 385-55, 26 Jan 00, Prevention of Motor Vehicle Accidents.
- d. USAREUR Pam 385-15, 21 Nov 02, Leaders Operational Accident Prevention Guide.
- e. USAREUR Pam 385-15-2, 18 Jul 02, Commander's Rail-Loading Checklist and Risk Assessment.

2. PURPOSE. This SOP standardizes rail-loading and off-loading procedures in the 417th BSB area. It establishes guidance, procedures, and assigns responsibilities for the operation of a railhead, which will be followed by all units conducting railhead operations in the 417th Base Support Battalion (BSB) area.

3. GENERAL.

a. Rail-loading operations pose many safety hazards for personnel and equipment. Dangers such as high voltage electricity and a high number of personnel and equipment during loading/off-loading operations may cause serious injuries or fatalities. Railhead operations require extreme caution, close supervision by leaders, and vigilance by all soldiers to minimize risk to personnel and equipment.

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b. This SOP contains standards and actions required of commanders, unit train commanders, safety officers, and railhead commanders when conducting railhead operations. Additionally included are vehicle and personnel preparation requirements to be met prior to arriving at the railhead, procedures for rail loading and off-loading equipment, and a standard safety briefing and checklist for the railhead commanders and safety officers.

c. Instructions in this SOP will not be relaxed. Commanders are only authorized to implement more stringent controls as necessary. Comments to improve this SOP should be submitted to the 417th BSB Safety Office (Kitzingen), ATTN: AETV-WG-WT, Unit 26137, APO AE 09031.

4. DEFINITIONS.

a. Branch Movement Control Team (BMCT): Local U.S. Army transportation representative present at all rail-loading operations. Serves as primary liaison for Army/Deutsche Bahn (DB) operations.

b. Railhead Commander: SFC or above, with prior rail-loading operation experience in charge of rail operations and safety team at the railhead.

c. Railhead Safety Officer: SSG or above subordinate to the railhead commander.

d. Train Commander: SFC or above, with previous rail operation experience. Responsible for all loaded on one train.

e. Railcar Supervisor: Senior NCO on a passenger car.

5. RESPONSIBILITIES.

a. Unit Commander of Loading/Off-Loading Unit.

(1) Coordinate the use of the railhead site on Harvey Barracks with 417th BSB S2/3.

(2) Be present or provide an officer to represent the command at all unit level rail operations.

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(3) Ensure that a Risk Assessment is conducted before rail-loading operation begins (see Annex E).

(4) Appoint a railhead commander, SFC or above, to execute the duties outlined in paragraph 5b.

(5) Appoint a railhead safety officer, SSG or above, to execute the duties outlined in paragraph 5c.

(6) Appoint a train commander, SFC or above, to execute the duties outlined in paragraph 5d.

(7) Establish a chain of responsibility.

(8) Ensure unit is trained on rail-loading operations using this SOP.

(9) Provide a packet to the train commander and train safety NCO which includes, as a minimum, the specific duties which will serve as their checklist. (This SOP provides information required.)

(10) Ensure vehicles are prepared for rail loading IAW requirements within this SOP.

(11) Ensure proper tie-down and blocking/bracing materials are maintained at the unit level or requested by 98th ASG, DOL, and present at the railhead.

(12) Mess operations will be planned in coordination with the railhead commander. Ensure mess operations make optimum use of Harvey DFAC normal meal hours. Ensure that each soldier is issued a Meal, Ready-to-Eat (MRE) or equivalent if necessary. For movements during the cold months, ensure warm beverages, such as soup and coffee, are available for the soldiers.

(13) Provide AT/FP guards to man the Harvey Rail Gate each time the train arrives and departs at FPCON Bravo and higher. At FPCON Bravo, provide two AT/FP qualified soldiers to perform over watch duty, in a standard AT/FP uniform. At FPCON Charlie and Delta, the number of AT/FP guards required depends upon specific USAREUR measures in effect.

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(14) Unit S-4 should coordinate crane and transportation requirements with BMCT.

b. Railhead Commander.

(1) Wear a white head band on the kevlar helmet for ease of identification. During hours of darkness, wear a chemical light on the kevlar helmet.

(2) Use designated holding areas, when possible, near railheads for staging personnel and equipment.

(3) Organize the rail loading site and assume responsibility for all operations at the rail site.

(4) Establish railhead command post at Harvey Barracks warm-up trailer. Coordinate with 417th BSB (Kitzingen) S 2/3 to sign for keys for the trailer the day of the rail-loading operations.

(5) Supervise security operations at the railhead.

(6) Enforce safety requirements at the railhead.

(7) Ensure that safety briefings are given by the railhead safety officer to all soldiers prior to rail loading and off-loading.

(8) Ensure medical personnel are available with a wheeled evacuation vehicle capable of carrying one litter. Ensure medical personnel know the route to the nearest medical facility, and provide strip map if necessary. Position the emergency medical aid vehicle so that it has a clear exit from railhead in case of evacuation.

(9) Ensure traffic control support is coordinated with Military Police (MP) and German Police.

(10) Make an on-site recon of the railhead prior to load/unload dates. Inspect lighting at the railhead if railcars are to be loaded/off-loaded at night. Determine the method of turning the lights on and off. Identify inadequate lighting and report it to the unit commander or 417th BSB DPW for correction. Determine best approaches into the railhead and select staging area for blocking/bracing materials.

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(11) Coordinate with moving unit/train commander prior to vehicles reaching the railhead to ensure vehicle movements, loading procedures, and safety briefing sites are properly planned.

(12) Coordinate with DB and BMCT personnel to ensure that overhead power lines have been turned off.

(13) Monitor rail loading/off-loading operations with the safety team to ensure that all safety precautions have been taken.

(14) Provide snow/ice removal materials and sand, gravel, or salt at railhead if required (Request to BSB DPW if unit can not provide).

(15) Ensure personal protective equipment (PPE), i.e. boots, gloves, goggles, hard hats or kevlar, reflective vests, chemical lights, arm bands, and material handling equipment (MHE) are available at the railhead.

(16) Ensure that DB turns-off all power in overhead electrical lines not located at Harvey Barracks.

(17) Supervise loading and off-loading operations to preclude damage to unit equipment, railcars, or rail equipment.

(18) Obtain permission from German train master if unit desires to load/off-load tracked vehicles by the side loading method.

(19) Ensure that metal stakes have been replaced on the railcars and the gates and/or sides have been raised to their original positions once all vehicles have been loaded/off-loaded.

(20) Responsible for police of railhead. Unit will remove all trash upon completion of railhead operations. Unit will load blocking/bracing equipment on unit vehicles and haul to the designated storage area. Check for oil spills and clean up as required. If unable to correct, report the problem to unit maneuver damage control officer.

(21) Coordinate requests to transport Ammunition, Armament & Explosives (AA&E) with BMCT, DB, and 417th BSB Safety Office.

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(22) Ensure that no unauthorized civilians are in the vehicle staging and loading areas.

(23) Ensure that the entrance to the railhead is kept open and cleared of vehicles to allow for passage of emergency vehicles.

(24) Conduct an on-site recon of the loading/off-loading area to be used. Determine the best approaches, staging areas, and material handling equipment requirements.

c. Railhead Safety Officer.

(1) Wear a white head band on the kevlar helmet for ease of identification. During hours of darkness, wear a chemical light on the kevlar helmet.

(2) Conduct safety briefings prior to loading/off-loading operations (see Annexes A and C for standard briefings).

(3) Continuously monitor operations to ensure compliance with all safety requirements.

(4) Halt operations immediately if any safety violation is observed.

(5) Must not become involved in physically loading or off-loading vehicles and other non-safety taskings.

d. Train Commander.

(1) Wear a white head band on the kevlar helmet for ease of identification. During hours of darkness, wear a chemical light on the kevlar helmet.

(2) Provide spanners and crowbars for applying blocking & bracing materials.

(3) Ensure that unit blocking, bracing, tie-down materials, and tools required are available and in serviceable condition.

(4) Ensure that vehicle modifications resulting in change of the vehicle profile (width, height, and length) are cleared by the German train master through BMCT channels prior to beginning the loading operation. If this is not done, the train master may refuse to load the vehicle.

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(5) Assist the railhead commander and railhead safety officer with safety requirements.

(6) Ensure that passengers are kept away from railhead, if not required for loading operations, and on board NLT 30 minutes prior to train departure.

(7) Inspect the train along with the German train master to ascertain the condition of the train prior to accepting the coaches and railcars.

(8) Responsible for command/control of the soldiers employed in the loading/off-loading operations and for those being transported on the train. Ensure that all soldiers conduct themselves in a proper military manner.

(9) Cannot perform duties of the safety officer/train commander.

(10) Inspect the loaded train with the BMCT representative and German train master. He will direct adjustments to tie-down assemblies as necessary. A train will not depart until the German train master is satisfied that it is properly loaded.

(11) Report the circumstances and the names of the responsible individuals who damage equipment during movement to the BMCT representative and the unit commander.

(12) Responsible for police of railhead. Unit will remove all trash upon completion of railhead operations. Unit will load blocking/bracing equipment on unit vehicles and haul to the designated storage area. Check for oil spills and clean up as required. If unable to correct, report the problem to unit maneuver damage control officer.

(13) Ensure that guards are available to protect unit equipment. Prevent unauthorized access to rail equipment until time to load railcars and keep unit personnel out of unauthorized areas.

(14) Coordinate with Harvey Barracks IMO and BMCT the reporting time of the AT/FP guards to man the Harvey Rail Gate. Harvey IMO can be reached at DSN 355-8778.

(15) Responsible for posting AT/FP guards at the Harvey Rail Gate each time the train arrives and departs during unit's railhead operation.

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(16) Ensure lifting gear and any other traveling or projecting fittings are locked or secured in place to prevent vertical or lateral movement.

(17) Ensure booms and main gun barrels are secured in the traveling position by the travel lock and securely tied down.

(18) Coordinate procurement of the proper arm bands and/or chemical lights for the appropriate personnel.

(19) Ensure POL products are stored inside the vehicle.

e. Railcar Supervisor.

(1) Identifies himself to all soldiers loading vehicles on her/his railcar.

(2) Ensure that full 5-gallon water cans for personal hygiene are carried for each passenger car.

(3) Ensure that supplies such as hand soap, paper towels, toilet paper, and trash bags are available for personal hygiene on the train.

(4) Ensure that equipment is properly and safely loaded and tied down on the railcar prior to the railcar inspection (POL, BII, etc.).

f. Military Police.

(1) Coordinate with German Police on authorized convoy routes to/from the railhead.

(2) Provide convoy escorts for traffic safety and security measures, when directed.

g. 417th BSB (Kitzingen) S2/3.

(1) Coordinate a railhead briefing with OIC and NCOIC of unit using the Harvey railhead site.

(2) Issue keys and equipment for railhead operations. The Safety Office and BMCT should represent 417th BSB (Kitzingen).

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(3) Provide assistance to close roads to prevent access of local traffic around rail site.

h. 417th BSB (Kitzingen) Safety Office.

(1) Have a safety specialist on-site during rail-loading operations to assist the unit commander.

(2) Ensure compliance with 417th BSB Railhead SOP, safety regulations, and standards.

(3) Assist the unit commander to conduct a risk assessment before the railhead operation starts.

(4) Translate between the German train master, the train commander or the soldiers during the railhead operation.

(5) Serve as POC for every safety question or problem during the railhead operation.

(6) Ensure that personnel do not perform loading/off-loading or similar operations on rail equipment until the site conditions are safe.

(7) Ensure that personnel are wearing personal protective equipment (PPE) while conducting loading/off-loading operations.

(8) Ensure that unit provides adequate equipment/material for night operations.

i. BMCT.

(1) Before loading/off-loading:

(a) Ensure that unit request for railhead operation is complete and pass it to the responsible Movement Control Team (MCT).

(b) Receive load/off-load day(s) and time(s) from the MCT and coordinate with BSB S-2/3 and the unit representative.

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(2) During load/off-loading:

(a) Ensure, together with the train commander and the German train master, that vehicles are parked and loaded in the right sequence.

(b) Act as liaison between the German train master, train commander, and the soldiers during the load/off-load or tie-down operations.

(c) Prepare the shipping documents.

(d) Ensure that all soldiers are on the train prior to departure.

(e) Ensure that the train commander signs and receives the shipping documents prior to departure of the train.

k. Harvey Barracks Installation Management Office

(1) Responsible for opening and closing of the Harvey Rail Gate.

(2) Ensure AT/FP guards are posted each time the Rail Gate is open.

(3) Ensure unit police the railhead, warm up trailer and blocking materials after each unit rail-loading operation.

6. PROCEDURES. This section provides information for the unit to use as a checklist.

a. Personnel Requirements:

(1) Designate a railhead commander.

(2) Designate a train commander.

(3) Designate a railhead safety officer.

(4) Under no circumstances will a movement take place without medical personnel and a suitable emergency vehicle being present. Medical personnel will have access to a phone and know local emergency numbers.

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(5) Coordinate any Military Police (MP) support to cross highways or other dangerous traffic areas.

(6) Designate the senior individual on each equipment and passenger car as railcar supervisor.

b. Equipment Requirements:

(1) Ensure lighting is available through the 417th BSB (Kitzingen) DPW at the rail site and locate the power switch for such lighting. For night operations, ensure unit has sufficient flashlights / chemical lights available to conduct vehicle movement.

(2) Ensure that adequate recovery equipment is available to assist in the loading/unloading of all vehicles.

(3) Ensure that all antennas are removed and secured prior to begin loading operations.

c. Loading Operations:

(1) Railcars spotted by the DB must be clean with no litter, dirt, protruding nails, ice or snow on the car platform.

(2) At the holding area, all personnel not required for the actual loading will dismount vehicles and remain in the holding area until time to board passenger cars.

(3) The railhead safety officer will give a safety briefing prior to beginning of the loading operation. (See Annex A).

(4) The railhead commander must be aware of and plan for the following:

(a) The train should be completely loaded NLT 30 minutes prior to the scheduled departure time.

(b) Warning signs will be posted at particularly dangerous areas on electrical railroads. Zigzag arrows signifying high voltage can identify these signs. These areas will be avoided.

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(c) Ground guides will use flashlights during periods of limited visibility or darkness.

(d) Personnel who are not involved in loading will not stand or walk at the sides of a railcar that is being loaded. Ground guides will not position themselves between a solid obstacle and a moving vehicle.

(e) Ground guides will never be located on the same railcar with a vehicle being moved or walk backward on railcars while guiding a vehicle.

(f) If multiple vehicles are to be placed on one railcar, then only one vehicle will be moved at a time on the same railcar.

(g) At no time will anyone be on the same railcar that has a moving vehicle on it or a vehicle with an operating engine.

(5) The train commander will call forward the vehicles to be loaded. The vehicles will arrive at the railhead, as they are to be loaded on the train at the designated time.

(6) Loading will begin on order of the train commander after coordination with the German train master.

(7) All personnel, except the driver, will dismount vehicles prior to loading/off-loading.

(8) When the train commander has given permission to begin the loading operation, the first vehicle ground guide will get into position with one empty railcar between himself/herself and the lead vehicle.

(9) Vehicle drivers will receive instructions only from designated guides; no other personnel will give directions. This avoids confusing the driver. At no time will anyone walk backwards or run on a railcar.

(10) Drivers must exercise extreme caution when approaching, loading, traveling across, and unloading vehicles on railcars. Vehicle speed will be limited to the minimum speed necessary to accomplish the movement in a reasonable and safe manner.

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(11) The vehicle will be ground guided forward until it reaches the end of the railcar. It will then be halted. The ground guide will then move to the next available empty railcar. In cold or slippery weather, the ground guide should dismount before moving to the next empty railcar.

(12) Continue this method of ground guiding until the ground guide has reached the last empty railcar in the line to stand on. At this time, the ground guide must dismount the railcar and take up a guide position clearly visible to the operator of the vehicle.

(13) From this position, the ground guide will direct the vehicle forward to a position on the last available railcar to prepare for emplacement of the chock blocks. German DB personnel will provide directions to the ground guide.

(14) Two soldiers will be pre-positioned on the ground on either side of the railcar no closer than five feet from the edge of the railcar. Once the vehicle has been halted, the railcar supervisor will direct both soldiers to come forward and emplace the front set of chock blocks. The railcar supervisor must keep both soldiers and the ground guide under direct observation during this operation. The ground guide will remain in full view of the driver. After employing the front chock blocks, both soldiers will be directed by the railcar supervisor to resume a position five feet from the edge of the railcar.

(15) Upon direction from the German DB personnel, the ground guide will have the vehicle driver move the vehicle onto the front chock blocks and halt.

(16) Upon direction of the railcar supervisor, the pre-positioned soldiers will then emplace the rear set of chock blocks. The ground guide remains in position on the ground. After emplacing the rear chock blocks, both soldiers will be directed by the railcar supervisor to resume a position away from the railcar, where the vehicle is moved.

NOTE: Extreme caution must be utilized during this phase of the operation. The ground guide must avoid placing any part of her/his body between his vehicle and the chock blocks. If at all possible, the chock blocks should be emplaced from a position on the ground.

(17) Upon direction from the German DB personnel, the ground guide will direct the vehicle operator to move the vehicle onto the rear set of chock blocks and halt.

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(18) The guide must have the driver "cradle" the vehicle between the chock blocks. If all is correct, the German DB personnel will signal the guide to have the operator shut the vehicle engine down and lock the brakes on the vehicle. If adjustment is necessary, the above procedures will be repeated until the German DB personnel are satisfied.

(19) The operator will stop the engine, apply the brakes, and wait until the last vehicle on his railcar and the first vehicle on the following railcar are finally chocked and engines are shut off before leaving the vehicle.

(20) The next and subsequent vehicles will load in the same manner.

(21) Tying down of equipment will not commence until all vehicles to be loaded on a car and the first vehicle of the following car have engines shut off.

(22) Vehicles will be secured by applying the hand brake and by placing the transmission in first gear (manual) or park (automatic). If the vehicle is powered by a diesel engine, the manual transmission will be placed in the neutral position.

(23) Gun turret, lifting gear, jibs, counterweights, or any other equipment/fittings need to be secured/locked to prevent vertical or lateral movement.

(24) Loading personnel will be off and clear of railcars before the cars are repositioned for split train loading.

(25) Soldiers will not climb on top of vehicles which are loaded on railcars. The only personnel permitted in or around loaded tracked vehicles are the driver, ground guide, and load teams.

(26) The train commander will inspect the loaded train with the MCT representative and German train master. He will direct adjustments to tie-down assemblies as necessary. A train will not depart until the German train master is satisfied that it is properly loaded.

(27) Vehicle commanders are responsible for correcting vehicle tie-down deficiencies noted by the German train master.

(28) Once all vehicles have been properly secured, the train commander will account for all personnel and complete preparation for movement.

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d. Off-loading Operations:

(1) Vehicles will not be off-loaded until the train commander has contacted the local MCT representative, or in his absence, a German DB representative, to obtain permission to begin off-loading procedures.

(2) A safety briefing will be given prior to beginning the off-loading operation (see Annex C).

(3) The train commander will direct that all tie-down chains/cables be disconnected from the vehicles and railcars and stowed in/on the vehicles. No vehicles will be mounted or started at this time.

(4) Once all chains/cables have been removed, the train commander will direct that the operator of the first vehicle mount. Assigned ground guides will take up a position on the ground that is clearly visible to the vehicle operator.

(5) Upon command from the train commander, the ground guide will direct that the first vehicle be started. (No other person will be on that railcar). Next, the ground guide directs the vehicle operator to back the vehicle onto the rear set of chock blocks just enough to clear the front set, and halt.

(6) Two soldiers will be pre-positioned on the ground. The pre-positioned soldiers, on direction of the railcar supervisor, will then remove the front set of chock blocks and place them on/in the vehicle. The guide remains at her/his position on the ground.

(7) Next, the ground guide directs the vehicle operator to move forward and off the rear chock blocks enough to clear them and halt. Upon direction of the railcar supervisor, the pre-positioned soldiers remove the rear chock blocks and place them on board the vehicle.

(8) The ground guide will take up a guide position forward of the vehicle, i.e., on the loading ramp. As the off-loading continues and the railcars become empty, the ground guide will take up a position on the second empty railcar forward, never remaining on a railcar with a vehicle.

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(9) Vehicles will be guided off railcars and into the staging area before any equipment is returned to its proper storage area, e.g., chock blocks, POL cans, antennas, camouflage nets.

(10) Once a vehicle is removed from a railcar, the next vehicle in line may be unchocked, following the same procedures as mentioned before. Before the vehicle can be removed from the railcar, the ground guide must be able to position ahead at least one empty railcar between himself/herself and the vehicle.

(11) When all vehicles have been off-loaded, the train commander will ensure that metal stakes have been replaced on the railcars and the gates and/or sides have been raised to their original positions.

(12) Soldiers will not climb on top of vehicles which are loaded on railcars. The only personnel permitted in or around loaded tracked vehicles are the driver, ground guide, and load teams.

e. Post Operations.

(1) Once all vehicles have been off-loaded, the train commander and soldiers will ensure all chocking and the tie-down material has been recovered.

(2) Any excess mud or debris will be removed and properly disposed from the railcars.

(3) Any oil or other POL product spills will be cleaned. Contact the BSB Environmental Office, DSN 351-4421, for assistance regarding any spill greater than five gallons or any spill that reaches the ground.

(4) The train commander must be released by the railhead commander and German train master.

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7. SPECIAL SAFETY PRECAUTIONS: The following safety information pertains to all personnel working in rail site areas.

(a) Military personnel will not perform loading, off-loading, or similar operations on rail equipment until the person in charge of a particular operation has been assured by responsible railroad authority that the power in electrical overhead lines has been switched off and the rail equipment grounded. If power in electrical overhead lines must be switched on during operations, personnel will stop work and clear the danger areas until the conditions are safe.

(b) Personnel working in the area of high voltage electrical equipment will maintain a minimum safe distance of five feet from the equipment.

(c) Personnel carrying or handling tools or other extended items will ensure these items are handled so as to maintain a five-foot safety distance from high voltage electrical equipment.

(d) At no time will the distance between the electrical overhead power lines and the extreme top of the load be less than three feet.

(e) Request the DB make arrangements for the place and time of rail-yard crossings and for escorts when necessary.

(f) Post guards to prevent personnel from trespassing on other rail tracks and cross rail-loading areas.

8. This SOP is effective immediately for all units conducting rail-loading operations in the 417th BSB area of responsibility.

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9. The 417th BSB (Kitzingen) Safety Office is the point of contact for further information/coordination, DSN: 355-1670 or fax 355-8931.

4 Annexes

- A. Loading Safety Briefing
- B. Off-loading Safety Briefing
- C. Railhead Safety Checklist
- D. Personal Protective Equipment

WILLIAM R. HALL

LTC, AR
Commanding

DISTRIBUTION:

C (minus Ansbach, Bamberg, Schweinfurt)

417th BSB (Kitzingen), S2/3

417th BSB (Kitzingen), PMO

BMCT, Wuerzburg

BMCT, Kitzingen

ANNEX A (Loading Safety Briefing)

The following briefing will be read to all personnel prior to beginning any rail loading exercise:

1. The name and location of the train commander, train safety officer, and medical personnel are as follows: (Provide name and location).
2. No horseplay at any time.
3. All antennas will be removed from vehicles and stowed prior to moving onto the railcar.
4. No one will be on the same railcar on which a vehicle is being moved.
5. No walking backwards or running on railcars.
6. All vehicles will be ground guided into position.
7. Once a vehicle's chock blocks have been installed, they will not be removed unless instructed to do so by the German train master or the train commander.
8. Obey all rules and instructions of the train commander and safety officer.
9. Everyone should identify and/or correct any observed safety violations.
10. No loitering at ground level on the railhead.
11. Do not touch any wires on or near the tracks.
12. Personnel will wear gloves when working on vehicles.
13. Prior to loading vehicles onto railcars, all personnel, except the driver, will dismount.
14. Do not climb on top of any vehicle or container loaded on railcars.
15. If you must move around on a railcar, maintain at least three points of contact.
16. Alcoholic beverages will not be possessed or consumed during rail operations.
17. Limit your vehicle speed to the minimum necessary to accomplish the movement in a reasonable and safe manner.

ANNEX A (Loading Safety Briefing)

18. No one will stand or walk between a vehicle with engine running and any other stationary object or vehicle at any time.
19. The senior individual on each railcar is the railcar supervisor.
20. Each railcar supervisor is responsible for loading the railcar and ensuring the safety of the soldiers.
21. Always emplace front chock block first.
22. Drivers will remain in the driver's seat, if the vehicle's engine is running.
23. If multiple vehicles are to be loaded on one railcar, only one vehicle will be running or moving at a time on that railcar.
24. If multiple vehicles are to be loaded on one railcar, the first vehicle will be in place, engine shut off, and driver dismounted before next vehicle is allowed on that car.
25. Tie-down of equipment will not be started until all vehicles to be loaded on a railcar and the first vehicle of the following railcar have been properly placed and engines shut off.
26. Service drive lights will **not** be used while the vehicle is on the railcar.
27. Do not remain on railcar prior to any switching activities.

ANNEX B (Off-Loading Safety Briefing)

The following briefing will be read to all personnel prior to beginning any rail loading exercise:

1. The name and location of the train commander, train safety officer, and medical personnel are as follows: (Provide name and location).
2. No horseplay at any time.
3. Do not install antennas until you have cleared the railcars and given permission.
4. Do not climb on top of any vehicle or container loaded on railcars.
5. No one is permitted on the same railcar on which a vehicle is being moved.
6. No walking backwards or running on any railcar.
7. Do not get in your vehicle unless instructed to do so by the railcar commander.
8. Do not remove your chock blocks until instructed to do so.
9. Do not get "in a hurry" to finish.
10. Everyone should identify and/or correct any observed safety violations.
11. Do not touch any wires on or near the tracks.
12. Personnel will wear gloves when working on vehicles.
13. Obey all rules and instructions of the train commander and safety officer.
14. Do not start your vehicle until you are instructed to do so.
15. Follow the instructions of the ground guide.
16. All personnel will avoid causing damage to the railcars during movement.
17. Limit your vehicle speed to the minimum necessary to accomplish the movement in a reasonable and safe manner.

ANNEX B (Off-Loading Safety Briefing)

18. No one will stand or walk between a vehicle with engine running and any other stationary object or vehicle at any time.

19. Railcar supervisors are responsible for unloading the railcar and ensuring the safety of the soldiers.

20. Remove front chock blocks first.

21. Drivers will remain in the driver's seat if the vehicle engine is running.

22. If you must move around on a vehicle, maintain at least three points of contact.

ANNEX C (Railhead Safety Checklist)

1. GENERAL.

- | | |
|--|----------|
| a. Has the unit commander conducted a risk assessment for the rail-load operation? | YES / NO |
| b. Has the unit commander contacted the 417 th BSB Safety Office for assistance at risk assessment? | YES / NO |
| c. Has the appointed train commander familiarized himself/herself with all safety procedures indicated on this checklist? | YES / NO |
| d. Are tie-down material and tools in good working condition? | YES / NO |
| e. Are there two- to five-pound hammers available for nailing? | YES / NO |
| f. Are there crowbars or prybars available to remove chock blocks? | YES / NO |
| g. Have the antennas been removed from vehicle prior to loading? | YES / NO |
| h. Are railcars clean and free of mud, snow, ice, or other debris? | YES / NO |
| i. Is sufficient lighting available at the loading/off-loading railhead? | YES / NO |
| j. Is the train commander aware of possible dangers of overhead electrical wires? | YES / NO |
| k. Has the train commander briefed all troops of the danger of overhead electrical wires? | YES / NO |
| l. Has the train commander, prior to loading/off-loading, contacted the local BMCT and/or railway representative to ensure power has been cut off? | YES / NO |
| m. Has the railhead safety officer briefed all troops on the dangers of loading/off-loading vehicles and tracks? | YES / NO |
| n. Are there qualified medical personnel with a wheeled evacuation vehicle at the railhead? | YES / NO |
| o. Are drinking water and rations available? | YES / NO |

ANNEX C (Railhead Safety Checklist)

p. Have warm-up/latrine facilities been coordinated as soon as receiving orders for movement to railhead? YES / NO

q. Have all personnel been instructed where authorized break/smoking areas are located? YES / NO

r. Have MPs been contacted to close roads to prevent access of local traffic around the rail site? YES / NO

2. PERSONNEL REQUIREMENTS.

a. Have soldiers had sufficient rest prior to going to work at rail site? YES / NO

b. Have all personnel been briefed on blocking, bracing, tie-down procedures for vehicles, tracks, and containers? YES / NO

c. Have drivers been instructed to stop their vehicles if they don't understand or can't see the ground guide? YES / NO

d. Have personnel been instructed not to loiter on the ground in and around the railhead? YES / NO

e. Have personnel been instructed not to ride in or on vehicles and equipment being transported by rail, or climb upon equipment during stops while enroute? YES / NO

f. Have safety precautions been taken not to touch or approach any electrical wires, poles, switches, or rail operation equipment? YES / NO

g. Have personnel been informed not to ride on platforms, steps, or tops of cars, extend head or limbs out of car windows? YES / NO

h. Have personnel been informed not to debark until orders have been received at final destination? YES / NO

i. Have personnel been informed of parking restrictions of vehicles within the vicinity of loading ramps during loading/off-loading operations? YES / NO

j. Have personnel been informed not to park vehicles within a minimum clearance of less than 5 feet (1.5 meters) from all sidings and electrical poles? YES / NO

ANNEX C (Railhead Safety Checklist)

k. Have personnel been informed not to tamper with equipment, parts, or items of the carrier and their personal financial liability for damages? YES / NO

3. EQUIPMENT SAFEGUARDS.

a. Have vehicles arrived at the railhead prior to the scheduled loading time in sequence in which they are to be loaded on the rail cars? YES / NO

b. Has all equipment, which is not part of the vehicle's TO&E configuration and all non-standard objects been removed prior to loading? YES / NO

c. Have all antennas been removed from the vehicles prior to moving onto the railcars? YES / NO

d. Have vehicles been secured by applying the hand brake, by putting in first gear, or if diesel, by placing in neutral? YES / NO

e. Has lifting gear or any other traversing or projecting fittings, been locked or secured in place to prevent vertical or lateral movement? YES / NO

4. PERSONNEL SAFEGUARDS.

a. Have the personnel been informed about the following?
Before a vehicle is moved onto or off railcars and during movement from one car to the next, place a ground guide immediately ahead of the railcar being loaded. Ensure ground guides stay one car ahead and are never on the same railcar as the moving vehicle/track they are guiding. Ground guides will not walk backwards on railcars and will stop vehicle movement while repositioning to the next car. YES / NO

b. Have the personnel been informed about the following?
Personnel will never position themselves between a track with the track engine running or while being slaved (using jumper cables to start the engine), and another track or fixed object, or on any railcar when a vehicle is operating. YES / NO

c. Is the distance between vehicles with idling engines greater than 20 feet (6 meters) (unless allowed by German Bundesbahn representatives)? YES / NO

ANNEX C (Railhead Safety Checklist)

d. Are drivers and guides proficient in the use of hand and arm signals? YES / NO

e. Do drivers possess a SF 46, U.S. Government Motor Vehicle Operators Identification Card, over stamped "Army Standard" to operate a vehicle during loading/off-loading railhead? YES / NO

5. RAILHEAD LOADING/OFF-LOADING SAFEGUARDS.

a. Loading.

1. Have all antennas and other projections protruding beyond the normal profile of the vehicle been removed prior to the vehicle moving to the railhead? YES / NO

2. Do personnel understand this equipment will not be installed until off-loading has been completed and the vehicle has cleared the railhead? YES / NO

3. Have all personnel, with the exception of the driver, been directed by the train commander to dismount prior to loading the vehicles on the railcars? YES / NO

4. Have all personnel been informed that movement of vehicles onto railcars will commence on the order of the train commander? YES / NO

5. Have all personnel been informed that the final positioning will be given only by the German train master? YES / NO

6. Have all personnel been informed that after the vehicle is in its final position, the vehicle engine will be turned off and the driver will dismount? YES / NO

7. Have all personnel been informed that the unit will be responsible for removing or replacing the metal stakes and lowering gates and/or sides on the railcars when necessary for loading operations? YES / NO

8. Have all personnel been informed that they must have permission from the train commander, the German Bundesbahn representative or local transportation officer prior to conducting a side-loading operation to load tracked vehicles? YES / NO

ANNEX C (Railhead Safety Checklist)

b. Off-Loading.

1. Have all personnel been informed those vehicles will not be off-loaded until the train commander has contacted the local BMCT representative or a German Bundesbahn representative to obtain permission to begin off-loading procedures? YES / NO
2. Have all personnel been informed that under no circumstances will vehicle engines be started until tie-down equipment is completely removed? YES / NO
3. Have all personnel been informed those chains will be removed first, then front chock blocks? YES / NO
4. Have all personnel been informed that only one vehicle will be moved on a railcar at a time and no one will be standing on a railcar on which a vehicle is being moved? YES / NO
5. Have all personnel been informed that no vehicle will be moved until a visual check has been made around the entire vehicle to ensure that there are no obstructions which will impede movement? YES / NO
6. Have all personnel been informed that only one vehicle will be off-loaded at a time, in sequence, from one end of the train to the other? YES / NO

ANNEX D (Personal Protective Equipment)

1. DURING DAY OPERATION.

- a. Reflective vests for ground guides.
- b. Kevlar helmets or industrial hard hats and work gloves for blocking and bracing personnel.

2. DURING NIGHT OPERATION.

- a. Reflective vests **and** two flashlights with wands or two chemlights for ground guides.
- b. Kevlar helmets or industrial hard hats and work gloves for blocking and bracing personnel.
- c. Flashlights for all railhead personnel contacting any work.

3. FOR DAY AND NIGHT OPERATION.

Appropriate wet and/or cold weather gear for all railhead personnel.

4. OTHER SAFETY REQUIREMENTS.

- a. Copy of the 417th BSB Railhead Operations SOP at the site.
- b. White kevlar helmet bands identify railhead commander, railhead safety officer, train commander, and train safety officer and, at night, chemlights in the kevlar helmet bands.